

UNITED STATES COURT OF APPEALS

District of Columbia Circuit

MARK J. LANGER
Clerk of Court



E. Barrett Prettyman U.S. Courthouse
333 Constitution Avenue, N.W.
Washington, D.C. 20001-2866
Telephone (202) 216-7000
www.cadc.uscourts.gov

Position Title: TEMPORARY RECORDS CLERK

Announcement No.: USCA-22-03

Salary Range: \$44,848 - \$80,556 (CL 24/01 – CL 25/61), *depending on qualifications.*

Position Location: Washington, D.C.

Position Type: Full-Time Temporary (not to exceed one year and a day from appointment)

Opening Date: January 28, 2022 **Closing Date:** Open Until Filled

The U.S. Court of Appeals for the D.C. Circuit Clerk's Office offers an opportunity for a self-motivated individual with a strong work ethic to launch or continue a career in public service.

POSITION SUMMARY: The Office of the Clerk, U.S. Court of Appeals for the D.C. Circuit, has an immediate opening for a well-organized, detail-oriented, and reliable individual to serve as a Temporary Records Clerk. The incumbent prepares and ships records to the Federal Records Center and National Archives. The incumbent also performs a variety of duties as a back-up to the Briefing/Records Clerk.

RESPONSIBILITIES:

- Organizes, assembles, and ships records to the Federal Records Center and National Archives, in accordance with the *Guide to Judiciary Policy, Records Management*.
- Receives, reviews, and stores briefs and appendices.
- Makes docket entries in the Case Management/Electronic Case Filing (CM/ECF) database.
- Prepares briefs and appendices for transmittal to judges' chambers and delivers them.
- Performs research of court records for judges, attorneys, litigants, court staff, and the public. Retrieves court records and answers record related inquiries. Locates, scans, copies, and prints documents as needed.
- Routes incoming and outgoing mail to court personnel. Expedites delivery of mail requiring special handling. Operates postage meter equipment and affixes the appropriate amount of postage to each parcel of outgoing mail.
- Performs backup intake/cashier duties to include informing customers of required fees, receiving payments and issuing receipts, securing funds in cash register, and balancing cash drawer at the end of the day.
- Performs other duties as assigned.

QUALIFICATIONS:

- High school graduate or the equivalent. A bachelor's degree is preferred.
- Two years of general experience. General experience consists of progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. Education beyond the high school level may be substituted for the required general experience. One academic year (30 semester or 45 quarter hours) equals one year of general experience.
- A minimum of one year of specialized experience. Specialized experience for this position is progressively responsible clerical or administrative experience which demonstrates the particular knowledge, skills, and abilities to successfully perform the duties of the position and involves the routine use of automated software and equipment for word processing, data entry, or report generation.
- The successful applicant must have excellent organizational and time management skills, be public-service oriented, and be able to work in a team environment and interact with the legal community, the public, judicial officers and their staff, and court staff.
- The position involves regular lifting and transferring of records involving moderate to heavy (up to 50 lbs) physical lifting.

REQUIREMENTS:

- All positions in the Clerk's Office are "Excepted" appointments. Employees are considered "at will" and this position will serve a six-month probationary period.
- Employees must adhere to the Code of Conduct. Employees are subject to strict confidentiality requirements.
- The successful candidate is also subject to a background check and will be considered a provisional employee pending a favorable suitability determination.
- Applicants must be United States citizens or eligible to work for the United States government.

BENEFITS: Visit www.uscourts.gov/careers/benefits for benefits with the Federal Judiciary.

TO APPLY: Email a cover letter and resume, as a single PDF attachment (Attention: Human Resources), to VacancyTemporaryRecordsClerk@cadc.uscourts.gov. Please include the vacancy announcement number (USCA-22-03) in the subject line. Proof of up-to-date COVID-19 vaccination will be requested of the candidate selected for this position.

Interviews will begin immediately. The court will send a letter regarding the status of an application only to those candidates scheduled for interviews. ***When the position is filled, a notice will be placed on the court's internet site.***

The United States Court of Appeals is an Equal Employment Opportunity employer. Selected applicants will be subject to mandatory electronic transfer of funds for payment of net pay. The United States Courthouse is a smoke-free building.
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